

## **INSTRUCTIONS**

**Please read the following instructions carefully:**

1. End semester examinations for the students of terminal semester of the academic session 2019-20 is **atimedonline Open Book Examination (OBE)**. In this examination, students can take the examination remotely (from their home/ any other place) with no restriction on consulting books and other resource materials for writing answers.
2. The online OBE system does not require the availability of online platform for the entire duration of the examination. A PC/Laptop/Mobile Phone with internet connectivity is required (i) initially at the commencement of examination for downloading the question paper from the portal and (ii) finally for uploading the handwritten answer sheets on the portal.

### **3. Total duration of Examination**

- a) The total duration of the examination will be **4 hours** (Four hours), which includes the time for downloading the question paper from the Portal, writing the answers by hand and uploading the hand-written answer sheets on the portal.
- b) For the **students who are entitled to get the facility of a 'Scribe' as per** guidelines dated 9.08.2018 on conducting written examination for Persons with Benchmark Disabilities, notified by the Department of Empowerment of Persons with Benchmark Disabilities (Divyangjan), the total duration of examination shall be **6 hours** (six hours) **to complete the examination process**. Such students as are entitled to get the facility of a 'Scribe' must obtain prior permission from the Dean of the Faculty (for UG programmes)/ Head of the Department (for PG programmes) as per simplified procedure given in sub-section 11 of the notification.
- c) After the scheduled time of commencement of examination, the time left for the end of the examination will be displayed on the students' portal.

### **4. Pattern of Question Paper:**

**The Question Paper will contain 08 questions out of which students will be required to answer any 04 questions. The question paper will be of 70 marks with each question carrying 17.5 marks.**

### **5. Downloading the Question Paper**

- a) The Question Paper shall be available for download from the student portal only.
- b) The Question Paper download button will be visible only against the paper scheduled on that date. The Question Paper download button will get activated at the commencement of a particular session of examination as per the time-table notified by the Controller of Examinations.
- c) Students are required to click on the download button to download the question paper on the Desktop/Laptop/Phone and can also take the printout, if required, either at his/her home or at Common Service Centre (CSC) during the duration of examination.

- d) After the closing time of the examination, the download facility of concerned question paper would automatically get disabled.
- e) If in any case, a student faces any difficulty in downloading the Question Paper, he/she may contact the respective Examination Committee on its designated e-mail or phone number to get the Question Paper. The Examination Committee shall send the question paper directly to the student's e-mail address, phone or WhatsApp. However, this option may be exercised only in case of an emergency.

## 6. Norms for answering the questions:

- a) The answers should be written by students in their own hand writing unless a scribe has been permitted as per rules. **Typed answers shall not be accepted.**
- b) Answers should be hand-written on a plain white A4 size paper (only one side is to be used) using black or blue pen.
- c) Each question can be answered in up to 350 words on 3 (Three) plain A4 size paper (only one side is to be used).
- d) Answers to each question should start from a fresh page. All pages are required to be numbered and examination roll no on each answer sheet.
- e) Students will write their Course Name, Semester, Examination Roll Number, Paper Code, Paper title, Date and Time of Examination on the first sheet used for answers.

## 7. Uploading answersheets on the portal

- a) Tool for uploading the answersheets is available on the students' portal.
- b) To make the process of online evaluation easy and to ensure marking is done question-wise, Upload tool requires that answer sheets for each question are uploaded separately. Therefore, students are required to upload answer-sheets of each question answered by them only against the concerned Question number given in the upload tool.
- c) Students have to upload the handwritten answer sheets within the total duration of the examination. Those who are unable to upload the answer sheets on the portal within total duration of the examination would be treated as '**ABSENT**' in the concerned paper/examination.
- d) If for any reason, a student finds it difficult to upload the answer sheets on the students portal using the upload tool, he/she can send the scanned images of the answer sheets in PDF format through e-mail to the concerned Examination Committee at their designated email only within total duration of the examination . However, this option may be exercised only in case of an emergency. Only such submissions in this mode shall be accepted as are received by the concerned Examination Committee within the total duration of the examination. Such students whose submissions are received after the total duration of concerned examination, would be treated as '**ABSENT**' in the concerned paper/examination.

- e) After uploading the answer sheets on the portal, the students must cross-check that uploaded images/ scanned files are legible. In case the files/ images are not legible, clean legible images be retaken and uploaded after deleting the previously uploaded image. The procedure for uploading answers can be seen in the OBE Manual available on the Portal.
- f) Once the answer sheets are finally submitted by clicking 'Leave and Finish' button on the OBE module, no change in the uploaded answer sheet/s will be possible.
- g) After the closing time of the examination, the upload facility for uploading answer sheets of concerned question paper would automatically get disabled.

**8. Use of unfair means:**

In the instant online OBE, following shall be treated as use of unfair means by a student:

- Handwriting is not of the student
- Image/ PDF file of answer-sheets uploaded by more than one student is same
- Answers of more than one student is verbatim same

In either of the above cases, the punishment of cancellation of examination of concerned course/ paper shall be imposed on the student(s) concerned. For repeated offence, punishment of cancellation of entire examination shall be imposed. All such cases, in which use of unfair means by students is suspected by the Evaluator, would be referred to the Unfairmeans Committee for examination and making recommendation thereon.